



## AUGUST REGULAR CIVIL SERVICE BOARD MEETING AGENDA

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**Date: August 15, 2024**

**OPEN SESSION 5:30 p.m.**

**City Hall, One Frank H. Ogawa Plaza, Hearing Room 1**

**BOARD MEMBERS:** Chairperson, Yvonne Hudson- Harmon; Vice Chair, Lauren Baranco; Michael Brown; Beverly A. Williams

**STAFF TO THE BOARD:**

Mary Hao, HRM Director/Secretary to the Board  
Tina Pruett, Human Resources Manager/Staff to the Board  
Amber Lytle, Human Resources Manager/Staff to the Board  
Ayana Smith, Administrative Assistant II/Staff to the Board  
Caryl Casden, Parliamentarian to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/84770081425?pwd=N0V1VTExeTZnRjdvUDBhQ09oaUZWQT09>

**Passcode: CSB2024**

One tap mobile +16699006833,,84770081425#,,, \*7708206# US (San Jose)  
+16694449171,,84770081425#,,, \*7708206# US

**Please note: the Zoom link and access number are to view/listen to the meetings only, not for participation.**

*Telephone: Dial (for higher quality, dial a number based on your current location):* +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US Webinar

**ID: Webinar ID: 847 7008 1425 Passcode: 7708206**

Find your local number: <https://us02web.zoom.us/j/84770081425?pwd=N0V1VTExeTZnRjdvUDBhQ09oaUZWQT09>

**ROLL CALL****1) PUBLIC COMMENT:**

**COMMENTS ON ALL AGENDA ITEMS AND ITEMS NOT ON THE AGENDA  
WILL BE TAKEN AT THIS TIME.**

**2) APPROVAL OF THE AUGUST 15, 2024, CIVIL SERVICE BOARD MEETING AGENDA ACTION****3) UPDATES, SECRETARY TO THE BOARD INFORMATION****4) CONSENT CALENDAR: ACTION****a) Approval of Provisional Appointment (0)**

- There are no Provisional Appointment requests at this time.

**b) Approval of Employee Requests for Leave of Absence (8)**

- Oakland Public Library (1)
- Oakland Police Department (4)
- Office of The Inspector General (1)
- Oakland Animal Services (1)
- Human Resources Management (1)

**c) Approval of Revised Classification Specifications (1)**

- Animal Shelter Operations Manager

**5) OLD BUSINESS:****a) Approval of the July 18, 2024, Civil Service Board Meeting Agenda Minutes ACTION****b) Determination of Schedule of Outstanding Board Items INFORMATION**

- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

INFORMATION

## 6) NEW BUSINESS:

- a) There are no New Business items this month.

## 7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 19, 2024. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)

City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov) or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov) o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY

**DATE:** August 15, 2024

**TO:** The Honorable Civil Service Board

**FROM:** Mary Hao, HRM Director / Secretary to the Board

**SUBJECT:** Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of eight (8) Unpaid Leave of Absence Request's pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Zully, Batres	Library Assistant	Oakland Public Library	June 25, 2024 – June 29, 2024, July 9, 2024 – August 2, 2024 And August 12, 2024 – August 30, 2024	CSR 8.07 (c)
Dinh, Sherry	Administrative Analyst II	Oakland Police Department	June 29, 2024 – October 11, 2024	CSR 8.07 (c)
Johnson, Casey	Lieutenant of Police	Oakland Police Department	July 3, 2024 – Duration of Exempt Position	CSR 8.07 (c)
Jones, Charlotte	Program and Performance Audit Manager	Office of The Inspector General	July 06, 2024 – Duration of Exempt Position	CSR 8.07 (c)
Mitchell, Ashley	Animal Control Officer	Animal Control	July 24, 2024 – September 25, 2024	CSR 8.07 (c)
Shavies, Fredrick	Lieutenant of Police	Oakland Police Department		CSR 8.07 (c)

**CIVIL SERVICE BOARD**

Subject: Request for Leave of Absence

Date: August 15, 2024

Page 2

Employee Name	Classification Title	Department	Dates	Civil Service Provision
			July 5, 2024 – Duration of Exempt Position	
Tedesco, Anthony	Captain of Police	Oakland Police Department	July 6, 2024 – Duration of Exempt Position	CSR 8.07 (c)
Turner, Erika	Administrative Assistant II	Human Resources Management	May 21, 2024 – September 20, 2024	CSR 8.07 (c)

**RECOMMENDATION:**

Staff recommends that the Civil Service Board approve the requested Leave of Absence form.



# Unpaid Leave of Absence

Leave Type:

- ☐ FCL - Family Care Extended    ☐ SLV - Sick Leave (no pay)  
☐ FDN - Family Death (no pay)    ☒ ANP - Miscellaneous (no pay)  
☐ MNP - Military Leave (no pay)    ☐ Parental Leave (no pay)

Employee's Name Jully Batres Employee's ID 25010 Today's Date 6/20/24

Department/Division Oakland Public Library Employee Job Title Library Assistant

☒ Request: 37.5    ☐ Days ☒ Hours    From June 25 To June 29  
No. of Days or Hours    Select Days or Hours

Unpaid Leave Taken This Year? ☐ Yes ☒ No If yes, what type of leave \_\_\_\_\_

(Write appropriate code)

## Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

\* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Jully Batres    6/20/2024  
 Employee's Signature    Date

\_\_\_\_\_  
Civil Service Board Approval    Date

[Signature]    7/5/24  
 Department Head Approval    Date

\_\_\_\_\_  
City Manager Approval    Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

150 = 4 weeks

Print Form



# Unpaid Leave of Absence

Leave Type:

- ☐ FCL - Family Care Extended    ☐ SLV - Sick Leave (no pay)  
☐ FDN - Family Death (no pay)    ☒ ANP - Miscellaneous (no pay)  
☐ MNP - Military Leave (no pay)    ☐ Parental Leave (no pay)

Employee's Name

Jully Bates

Employee's ID

25010

Today's Date

6/20/24

Department/Division

Oakland Public Library

Employee Job Title

Library Assistant

☒ Request:

150 Hrs

☐ Days☒ Hours

From

July 9

To

Aug 2

No. of Days or Hours

Select Days or Hours

Unpaid Leave Taken This Year?

☐ Yes☒ No

If yes, what type of leave

(Write appropriate code)

## Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

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Jully Bates

Employee's Signature

6/20/2024

Date

Civil Service Board Approval

Date

Department Head Approval

7/5/24

Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

3 weeks = 112 hrs

Print Form



# Unpaid Leave of Absence

Leave Type:

- ☐ FCL - Family Care Extended
 ☐ SLV - Sick Leave (no pay)
 ☐ FDN - Family Death (no pay)
 ☐ ANP - Miscellaneous (no pay)
 ☐ MNP - Military Leave (no pay)
 ☐ Parental Leave (no pay)

Employee's Name Bunny Watkins Employee's ID 25010 Today's Date 6/20/24

Department/Division Oakland Public Library Employee Job Title \_\_\_\_\_

☒ Request: 112 hrs
☐ Days
 ☒ Hours
 From Aug 12 To Aug 30

Unpaid Leave Taken This Year? ☐ Yes ☒ No
 If yes, what type of leave \_\_\_\_\_  
 (Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

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Employee's Signature \_\_\_\_\_  
[Signature]  
 Date 7/5/24

Civil Service Board Approval \_\_\_\_\_  
 Date \_\_\_\_\_

City Manager Approval \_\_\_\_\_  
 Date \_\_\_\_\_

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.





# Unpaid Leave of Absence

## Leave Type:

☒ FCL – Family Care Extended

☐ FDN – Family Death (no pay)

☐ MNP – Military Leave (no pay)

☐ SLV – Sick Leave (no pay)

☐ ANP – Miscellaneous (no pay)

☐ P – Maternity Leave (no pay)

☐ CS – Leave from permanent status

Employee Name: Sherry Dinh Employee ID# 20960 Date Requested: 28 Jun 24

Department/Division: OPD/OIA Permanent Job Title Administrative Analyst II

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: \_\_\_\_\_

☐ ELDE ☐ Limited Duration ☐ Interim ☐ Non-Civil Service Permanent Appointment

Number of Business Days Requested: 75 From: 29 Jun 24 To: 11 Oct 24

Unpaid Leave Taken this year? ☐ Yes ☒ No If yes, what type of leave: \_\_\_\_\_

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No *	Maternity Leave
CS	Varies	Yes	No	Depends*	Subject to Department discretion

### \* Additional Information

Employees on ANP, MNP, SLV, or Maternity leave may continue to participate in a City group health plan under COBRA at their own cost.

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid maternity, an employee may take up to a maximum of 5 months leave.

[Signature] 3 Jul 24  
Employee's Signature Date

\_\_\_\_\_  
City Administrator Approval Date

[Signature] 12 Jul 24  
Department Head Approval Date

\_\_\_\_\_  
Civil Service Board Resolution # Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Administrator approval is required for leave of 5 days or more for exempt employees.



<input type="checkbox"/> FCL - Family Care Extended	<input type="checkbox"/> SLV - Sick Leave (no pay)
<input type="checkbox"/> FDN - Family Death (no pay)	<input type="checkbox"/> ANP - Miscellaneous (no pay)
<input type="checkbox"/> MNP - Military Leave (no pay)	<input type="checkbox"/> Maternity Leave (no pay)

Distribution: Original to DHRM Admin., Copy to HRIS Operations, Dept., and Employee



# Unpaid Leave of Absence

## Leave Type:

- ☐ FCL – Family Care Extended ☐ P – Maternity Leave (no pay)  
☐ FDN – Family Death (no pay) ☒ CS – Leave from permanent status  
☐ MNP – Military Leave (no pay)  
☐ SLV – Sick Leave (no pay)  
☐ ANP – Miscellaneous (no pay)

Employee Name: Charlotte Jones Employee ID# 26628 Date Requested: 06/21/2024

Department/Division: Office of the Inspector General Permanent Job Title Program and Performance Audit Manager

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: Project Manager III

☐ ELDE ☐ Limited Duration ☐ Interim ☒ Non-Civil Service Permanent Appointment

Number of Business Days Requested: unk From: 07/06/2024 To: unk

Unpaid Leave Taken this year? ☐ Yes ☒ No If yes, what type of leave: \_\_\_\_\_

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No *	Maternity Leave
CS	Varies	Yes	No	Depends*	Subject to Department discretion

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Charlotte Jones 06/21/2024  
Employee's Signature Date

\_\_\_\_\_  
City Administrator Approval Date

Michelle Phillips  
Michelle Phillips (Jun 28, 2024 14:02 PDT)  
Department Head Approval Date

\_\_\_\_\_  
Civil Service Board Resolution # Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Administrator approval is required for leave of 5 days or more for exempt employees.



# Unpaid Leave of Absence

Leave Type:



FCL - Family Care Extended



FDN - Family Death (no pay)



MNP - Military Leave (no pay)



SLV - Sick Leave (no pay)



ANP - Miscellaneous (no pay)



Parental Leave (no pay)

Employee's Name Ashley MitchellEmployee's ID 22342Today's Date July 8th 2024Department/Division Animal ServicesEmployee Job Title Animal Control Officer

Request:



Days



Hours

From 7/24/24To 9/25/24

No. of Days or Hours

Select Days or Hours

Unpaid Leave Taken This Year?



Yes



No

If yes, what type of leave FMLA

(Write appropriate code)

## Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
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Employee's Signature

7/8/24

Date

Civil Service Board Approval

Date

Department Head Approval

7/9/24

Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



# Unpaid Leave of Absence

## Leave Type:

- ☐ FCL – Family Care Extended ☐ P – Maternity Leave (no pay)  
☐ FDN – Family Death (no pay) ☒ CS – Leave from permanent status  
☐ MNP – Military Leave (no pay)  
☐ SLV – Sick Leave (no pay)  
☐ ANP – Miscellaneous (no pay)

Employee Name: Shavies, Frederick Employee ID# 16127 Date Requested: 5 Jul 24

Department/Division: Police Permanent Job Title Lieutenant of Police

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: Deputy Chief of Police

☐ ELDE ☐ Limited Duration ☐ Interim ☒ Non-Civil Service Permanent Appointment

Number of Business Days Requested: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Unpaid Leave Taken this year? ☐ Yes ☐ No If yes, what type of leave: \_\_\_\_\_

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No *	Maternity Leave
CS	Varies	Yes	No	Depends*	Subject to Department discretion

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Frederick Shavies II

5 Jul 24

Employee's Signature

Date

City Administrator Approval

Date

Department Head Approval

Date

Civil Service Board Resolution #

Date

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# Unpaid Leave of Absence

Leave Type:

- ☐ FCL - Family Care Extended    ☐ SLV - Sick Leave (no pay)  
☐ FDN - Family Death (no pay)    ☐ ANP - Miscellaneous (no pay)  
☐ MNP - Military Leave (no pay)    ☐ Maternity Leave (no pay)

Employee's Name Anthony TedescoEmployee's ID 16050Today's Date 7/5/24Department/Division Oakland Police DepartmentEmployee Job Title Captain of Police☒ I Request:☐ Days ☐ Hours From Jul 6, 2024To Duration of Exemption

No. of Days or Hours

Select Days or Hours

Unpaid Leave Taken This Year?

☐ Yes ☒ No

If yes, what type of leave

(Write appropriate code)

## Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
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5 Jul 24

Employee's Signature

Date

Civil Service Board Approval

Date

7-5-24

Department Head Approval

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.





# Unpaid Leave of Absence

## Leave Type:

- ☐ FCL – Family Care Extended ☐ P – Maternity Leave (no pay)  
☐ FDN – Family Death (no pay) ☐ CS – Leave from permanent status  
☐ MNP – Military Leave (no pay)  
☐ SLV – Sick Leave (no pay)  
☒ ANP – Miscellaneous (no pay)

Employee Name: Erika Turner Employee ID# 21404 Date Requested: 05/23/24

Department/Division: HRM Permanent Job Title Administrative Assistant II

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: \_\_\_\_\_

☒ ELDE ☐ Limited Duration ☐ Interim ☐ Non-Civil Service Permanent Appointment

Number of Business Days Requested: 120 From: 5/21/24 To: 9/20/24

Unpaid Leave Taken this year? ☒ Yes ☐ No If yes, what type of leave: ANP

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No *	Maternity Leave
CS	Varies	Yes	No	Depends*	Subject to Department discretion

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Erika Turner  
Erika Turner (Jul 3, 2024 15:30 PDT)

Employee's Signature

07/03/24

Date

City Administrator Approval

Date

Mary Hao  
Mary Hao (Jul 3, 2024 16:26 PDT)

Department Head Approval

07/03/24

Date

Civil Service Board Resolution #

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Administrator approval is required for leave of 5 days or more for exempt employees.



# Civil Service Board Appeals and Hearing Calendar

## Pending List – August 2024

### 1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes and Next Steps
PORT-2024-AP02	GIS/LIS Administrator	Port of Oakland	4.08 – Type and Scope of Competitive Examination	TBD	To be determined following a meeting between the parties to discuss a resolution.
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	Further hearing dates scheduled for March 4, 5, 6, and 13, 2025	Referred to Hearing Officer

### 2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

### 3. CLOSED

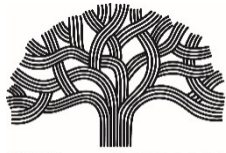
Case Number	Classification	Dept.	Action Pending	Date Received	Notes
CPRA-2024-AP01	Complaint Investigator II	Community Police Review Agency	6.05 – Appeal of probationary release	July 18, 2024	

### 4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes
OFD-2024-AP03	Administrative Assistant II	Oakland Fire Department	10.03 Appeal of Disciplinary Action	June 4, 2024	

August 15, 2024





CITY OF OAKLAND

# STAFF REPORT

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**DATE:** August 15, 2024

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Mary Hao, Human Resources Director & Secretary to the Board

**SUBJECT:** TEMPORARY EMPLOYEES – Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of All ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

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## SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the July 18, 2024, meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

As of the pay period ending July 21, 2024, there was a total of one hundred twenty-two (122) employees in the following categories: TCSE (32), TCSE/Annuitant (26), and ELDE (64). None of these assignments is out of compliance with Rule 5.06.

Reports showing all the temporary assignments discussed in this report are included in a list (*Attachment A*) and a chart of trends (*Attachment B*) attached to this narrative report to provide a snapshot of the overall changes month to month.

## BACKGROUND

The use of temporary employees is allowed under Civil Service Rule 5 (Certification and Appointment) in recognition that standard Civil Service employment practices can be cumbersome when a time-sensitive assignment arises, or existing resources do not fit a specific need. Pursuant to the Civil Service Rules, Section 5.06 governing temporary assignments, ELDE assignments may not exceed one year and TCSE assignments may not be “ongoing or repetitive.”

## STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred twenty-two (122) temporary assignments, there are no employees reported as out of compliance with Rule 5.06.

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: August 15, 2024

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**RECOMMENDATION**

Staff recommends that the Civil Service Board accept the monthly report on temporary assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs).

For questions regarding this report, please contact Human Resources Director Mary Hao at (510) 238-6540.

**Attachments:**

- A. TCSE/ELDE Report: For Payroll Period Ending July 21, 2024.
- B. TCSE/ELDE Compliance Trend Chart.

# The Civil Service Board Staff Report *(Attachment A)*

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
CLOSED THIS PERIOD (5)									
POLICE COMM	Matz	Madeleine	66211 - Community Police Review Agency	11-NOV-23	ELDE	11-Nov-23			COMPLIANT
HSD	Hampton	Janell	75631 - Senior Center Unit	02-SEP-23	ELDE	02-Sep-23			COMPLIANT
HSD	Sharp	Damisi	78231 - HS Classroom & Seasonal	17-FEB-24	TCSE		556.5		COMPLIANT
OPW	Loman	Alexius	30557 - Facilities: Structural	01-JUL-23	ELDE	01-Jul-23			COMPLIANT
DOT	Lee	LaMejonna	35247 - Mobility Management	08-JUL-23	ELDE	08-Jul-23			COMPLIANT
NEW THIS PERIOD (4)									
DWES	Hanserd	Erica Camille Shacole	67411 - Compliance	22-Jun-24	ELDE	22-Jun-24			COMPLIANT
VIOLENCE PREV	Truehill	Joseph Anthony	70211 - Oakland Unite	22-Jun-24	ELDE	22-Jun-24			COMPLIANT
HSD	Soghie	Benjamin	78231 - HS Classroom & Seasonal	7-Jun-24	TCSE				COMPLIANT
HCD	Gonzalez	Trisha Reyes	89929 - Housing Development	22-Jun-24	ELDE	22-Jun-24			COMPLIANT
COMPLIANT (122)									
CAO	James	Cooke	02111 - City Administrator: Administration Unit	12-JUN-21	TCSE		324.5		COMPLIANT
CAO	Lisa	Logan	02151 - City Administrator Call Center	13-MAY-23	ELDE	11-May-24			COMPLIANT
CAO	Rudi	Tacruz	02112 - Communications & Media	21-JAN-23	TCSE		0		COMPLIANT
CAO	Cerpas Lua	Maria Nayeli	02111 - City Administrator: Administration Unit	8-Jun-24	ELDE	08-Jun-24			COMPLIANT
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	30-OCT-23	ELDE	31-Oct-23			COMPLIANT
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	19-AUG-23	ELDE	19-Aug-23			COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	08-SEP-20	TCSE/ANNUITANT		672		COMPLIANT
HRM	Look	Daryl	05211 - Employment and Classification Unit	13-DEC-21	TCSE/ANNUITANT		744.5		COMPLIANT
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	28-OCT-23	TCSE/ANNUITANT		882		COMPLIANT
FINANCE	Boxdell	Ashley	08121 - Finance and Management: Payroll	17-FEB-24	ELDE	17-Feb-24			COMPLIANT
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	16-SEP-23	ELDE	16-Sep-23			COMPLIANT
FINANCE	Treglowen	Donna	08222 - General Ledger	18-JUN-18	TCSE/ANNUITANT		898.5		COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	28-OCT-23	TCSE/ANNUITANT		697.75		COMPLIANT
FINANCE	Woodward-Gonzales	Laura	08243 - Purchasing	14-OCT-23	ELDE	14-Oct-23			COMPLIANT
FINANCE	Zheng	Kelly	08121 - Finance and Management: Payroll	30-Mar-24	ELDE	30-Mar-24			COMPLIANT
FINANCE	Wright	Lisa Dorene	08121 - Finance and Management: Payroll	30-Mar-24	TCSE		279		COMPLIANT
FINANCE	Fong	Angelica Leigh	08121 - Finance and Management: Payroll	11-MAY-24	ELDE	11-May-24			COMPLIANT
FINANCE	Kane	Benjamin	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-Apr-24			COMPLIANT
FINANCE	Urtecho	Jessica Del Carmen	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-Apr-24			COMPLIANT
FINANCE	Wang	Yan	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-Apr-24			COMPLIANT
FINANCE	Wilson	Harold	08243 - Purchasing	27-APR-24	ELDE	27-Apr-24			COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	18-MAR-23	TCSE/ANNUITANT		417.5		COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	18-JAN-14	TCSE/ANNUITANT		895		COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	19-AUG-23	TCSE/ANNUITANT		722.5		COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		956		COMPLIANT
POLICE	Marshall	LaRajia	106510 - Fiscal Services	10-SEP-23	ELDE	10-Sep-23			COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		775		COMPLIANT
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	19-AUG-23	TCSE/ANNUITANT		377.5		COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		76		COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		95.5		COMPLIANT
FIRE	Cole	Veronika	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	06-Jan-24			COMPLIANT
FIRE	Cummings	Matthew	20311 - Fire Marshals Office Unit	17-FEB-24	ELDE	17-Jan-24			COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	12-AUG-19	TCSE/ANNUITANT		113		COMPLIANT
FIRE	Skilleen	Sheryl	20331 - Inspectional Services Unit	28-MAY-22	TCSE/ANNUITANT		826		COMPLIANT
FIRE	Smyj	Matthew	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	06-Jan-24			COMPLIANT
OPW	Andersen	Joseph	30541 - Equipment Services Administration	25-NOV-23	ELDE	25-Nov-23			COMPLIANT
OPW	Kashiwagi	Michael	30111 - Director and Human Resources Unit	5-May-24	TCSE	25-May-24	149.5		COMPLIANT
OPW	Ferguson	David	30111 - Director and Human Resources Unit	31-JAN-23	TCSE/ANNUITANT		88.5		COMPLIANT
OPW	Flood	Cameron	30541 - Equipment Services Administration	16-MAR-24	TCSE		483		COMPLIANT
OPW	Henry	Nocosha	30211 - Engineering and Construction - Administration	11-SEP-23	ELDE	17-Sep-23			COMPLIANT
OPW	Hightower Sr	Albert	30559 - Facilities: Custodial - OPL	30-Mar-24	TCSE		309		COMPLIANT
OPW	Santiago III	Jose	30652 - Landscape Maintenance	28-OCT-23	TCSE/ANNUITANT		957.5		COMPLIANT
OPW	Suarez Fuentes	Claudia	30559 - Facilities: Custodial - OPL	02-MAR-24	TCSE		599		COMPLIANT
OPW	Vargas Jr	Abel	30541 - Equipment Services Administration	14-OCT-23	TCSE/ANNUITANT		960		COMPLIANT
OPW	Weiss	Steven	30111 - Director and Human Resources Unit	14-OCT-23	TCSE		596.5		COMPLIANT
DOT	Amate	David J	35224 - Great Streets Maintenance Concrete and Guardrails		TCSE		944		COMPLIANT
DOT	Krohn	Jeffrey	35219 - Structures & Emergency Response	07-JAN-23	TCSE/ANNUITANT		469.5		COMPLIANT

DOT	Wassowsky Jr	Wladimir	35219 - Structures & Emergency Response	13-NOV-21	TCSE/ANNUITANT		733	COMPLIANT
DOT	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods (TOWN)	13-MAY-23	ELDE	11-May-24		COMPLIANT
ITD	Bailey	Ryan	46271 - Telecommunications	06-JAN-24	ELDE	06-Jan-24		COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	30-OCT-21	TCSE/ANNUITANT		622	COMPLIANT
ITD	Messac	Patrick	46531 - Public Safety Applications	18-FEB-23	TCSE		472	COMPLIANT
OPR	Canedo	Joseph	502332 - East Oakland Sports Center	16-SEP-23	ELDE	16-Sep-23		COMPLIANT
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	06-JAN-24	TCSE		267	COMPLIANT
ANIMAL SERVICES	Stevenson	April	62111 - Animal Services	06-JAN-24	TCSE		772	COMPLIANT
ANIMAL SERVICES	Taylor Krouse	Catherine	62111 - Animal Services	25-NOV-23	TCSE		756.5	COMPLIANT
ANIMAL SERVICES	Tiemey	Melinda	62111 - Animal Services	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
ANIMAL SERVICES	Doran	Suzanne	65111 - Public Ethics Commission	16-SEP-23	ELDE	16-Sep-23		COMPLIANT
ANIMAL SERVICES	Hasani	Sakeara Elizabeth	62111 - Animal Services	11-MAY-24	ELDE	11-MAY-24		COMPLIANT
PEC	Lim	Trishia	65111 - Public Ethics Commission	02-MAR-24	TCSE		252.5	COMPLIANT
POLICE COMM	Gums	Kiana	66311 - Inspector General	07-JAN-23	ELDE			COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	20-JAN-24	TCSE		256.5	COMPLIANT
POLICE COMM	Hitt	Clara	66211 - Community Police Review Agency	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
POLICE COMM	Koehler	Mary	66211 - Community Police Review Agency	11-NOV-23	ELDE	11-Nov-23		COMPLIANT
POLICE COMM	Montgomery	Mykah	66111 - Police Commission	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
POLICE COMM	Smith	Roger	66211 - Community Police Review Agency	17-FEB-24	ELDE	17-Feb-24		COMPLIANT
POLICE COMM	Peredon Mendez	Karla	66211 - Community Police Review Agency	02-MAR-24	ELDE	02-Mar-24		COMPLIANT
POLICE COMM	Bezeherthy	Dillon	66211 - Community Police Review Agency	30-Mar-24	ELDE	30-Mar-24		COMPLIANT
VIOLENCE PREV	Caplan	Gillian	70111 - Violence Prevention Administration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
VIOLENCE PREV	Corona Orellana	Ashley	70211 - Oakland Unite	05-AUG-23	ELDE	05-Aug-23		COMPLIANT
VIOLENCE PREV	Liboiron-Cohen	Zachary	70111 - Violence Prevention Administration	16-MAR-24	ELDE	16-Mar-24		COMPLIANT
VIOLENCE PREV	Romero	Jennifer	70211 - Oakland Unite	27-MAY-23	ELDE	20-Mar-24		COMPLIANT
VIOLENCE PREV	Wysinger	Ronald Howard	70211 - Oakland Unite	8-Jun-24	ELDE	08-Jun-24		COMPLIANT
HSD	Boatwright	David	75631 - Senior Center Unit	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
HSD	Galbraith	Angela	75631 - Senior Center Unit	05-AUG-23	ELDE	05-Aug-23		COMPLIANT
HSD	King	Jennifer	75631 - Senior Center Unit	15-APR-23	TCSE/ANNUITANT		751	COMPLIANT
HSD	Li	Qingxing	75231 - Multipurpose Senior Service Program Unit	05-AUG-23	ELDE	05-Aug-23		COMPLIANT
HSD	Poston	Dorothy	75631 - Senior Center Unit	08-FEB-20	TCSE		904.5	COMPLIANT
HSD	Steelman	Misty	75631 - Senior Center Unit	05-AUG-23	ELDE	05-Aug-23		COMPLIANT
HSD	Banks	Nicole	78111 - DHS Administration Unit	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HSD	Boyd	Marshay	78111 - DHS Administration Unit	30-SEP-23	ELDE	30-Sep-23		COMPLIANT
HSD	Buchanan	Wanda	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		557.5	COMPLIANT
HSD	Craig	Cameron	78111 - DHS Administration Unit	06-JAN-24	ELDE	06-Jan-24		COMPLIANT
HSD	Eddings	Marquitta	78111 - DHS Administration Unit	30-SEP-23	ELDE	30-Sep-23		COMPLIANT
HSD	Faughtner	Audenaye	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		85	COMPLIANT
HSD	Fernandez	Lillian	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		156.85	COMPLIANT
HSD	Gonzalez Mora	Deisy	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		134	COMPLIANT
HSD	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	15-OCT-22	TCSE/ANNUITANT		956	COMPLIANT
HSD	Hendad	Ruba	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		434	COMPLIANT
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	17-FEB-24	ELDE	17-Feb-24		COMPLIANT
HSD	Housheya	Yaser	78235 - HS Central Office Administration	11-NOV-23	ELDE	11-Nov-23		COMPLIANT
HSD	Hrishanth	Sharmily	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		278.5	COMPLIANT
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	29-OCT-22	TCSE		945	COMPLIANT
HSD	Ly	Roselyn	78235 - HS Central Office Administration	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
HSD	Nash	Raven	78411 - Community Housing Services	16-SEP-23	ELDE	16-Sep-23		COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	09-DEC-23	ELDE	09-Dec-23		COMPLIANT
HSD	Rebollo	Martha	78231 - HS Classroom & Seasonal	30-SEP-23	TCSE		957	COMPLIANT
HSD	Rodriguez Montano	Olga	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		492	COMPLIANT
HSD	Sharp	Damisi	78231 - HS Classroom & Seasonal	17-FEB-24	TCSE		588.5	COMPLIANT
HSD	Toll	Alexandra	78231 - HS Classroom & Seasonal	11-NOV-23	ELDE	11-Nov-23		COMPLIANT
HSD	Trist	Sarah	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HSD	Villar	Rachelle	78231 - HS Classroom & Seasonal	02-MAR-24	TCSE		253.25	COMPLIANT
HSD	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	14-OCT-23	TCSE		708.5	COMPLIANT
HSD	Huang	Jenny	78231 - HS Classroom & Seasonal	30-Mar-24	ELDE	30-Mar-24		COMPLIANT
HSD	Ahmed	Dhabya	78231 - HS Classroom & Seasonal	30-Mar-24	TCSE		336.5	COMPLIANT
HSD	Htoo	Hsar	78231 - HS Classroom & Seasonal	11-MAY-24	TCSE	11-MAY-24		COMPLIANT
PBD	Kato	Janice	84421 - Engineering: Permit Center	15-OCT-22	TCSE/ANNUITANT		464.5	COMPLIANT
PBD	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	29-OCT-22	TCSE/ANNUITANT		933.5	COMPLIANT
PBD	Hillmer	Jens	85221 - Project Implementation: Staffing	30-SEP-23	ELDE	30-Sep-23		COMPLIANT
DWES	Lane	Patrick	85221 - Project Implementation: Staffing	05-AUG-23	TCSE/ANNUITANT		663	COMPLIANT
DWES	Luna Torio	Kathleen	85631 - Special Events	20-JAN-24	ELDE	20-Jan-24		COMPLIANT
DWES	Jack	Christina	67411 - Compliance	10-JUN-23	ELDE	02-Mar-24		COMPLIANT

HCD	Crooms	Maya	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HCD	Durades	Arlacia	89929 - Housing Development	09-DEC-23	ELDE	09-Dec-23		COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	28-OCT-23	ELDE	28-Oct-23		COMPLIANT
HCD	Latigue	Candace	89929 - Housing Development	02-MAR-24	ELDE	02-Mar-24		COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	26-NOV-22	TCSE		946	COMPLIANT
HCD	Little	De Shawn	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HCD	Momita	Helene	89969 - Residential Rent Arbitration	16-SEP-23	ELDE	16-Sep-23		COMPLIANT
HCD	Shiga	Koki	89919 - Admin: Housing & Community Development	17-FEB-24	ELDE	17-Feb-24		COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	29-APR-23	TCSE		863.5	COMPLIANT

NON COMPLIANT (0)

## TCSE/ELDE Rules Compliance

